



DC Government Shutdown Plan



PLAN FOR GOVERNMENT SHUTDOWN



AGENCY	ESSENTIAL FUNCTIONS
GOVERNMENT OPERATIONS	
Office of the City Administrator	6 employees, as designated by the City Administrator
Executive Office of the Mayor	10 employees, as designated by the Mayor or Chief of Staff
Department of Human Resources	None
D.C. Water and Sewer Authority	Personnel essential to water distribution and sewage treatment operations, as identified by the General Manager, including, but not limited to the following locations: Blue Plains Wastewater Treatment Facility; Bryant Street Water Pumping Station and all other water pumping stations; Main and O Street Sewer Pumping Station and all other sewer pumping stations (619 employees)
Department of Public Works	Special Response (PROWL) Team (limited to 5 employees per shift, staffed 24/7); Fort Totten Trash Transfer Station (30 employees) Night litter can collection — Dispatch (limited staffing) -- Fuel operations (limited staffing) After three days week: Trash/recycling collection (weekly) // After one week: Disposal at Benning Road -- Impoundment lot to release vehicles -- Packer shop -- Tire/road shop In the event of severe weather or other emergencies, additional employees identified as essential by the Director (not expected to exceed 400 employees) In the event of special events or other activities presenting public health or safety issues, additional employees identified by the Director (not expected to exceed 25 employees per event)
Department of Real Estate Services	Protective Services Police Department (all sworn personnel; non-sworn personnel limited to the Office of the Chief and the Strategic Services Bureau) (88 employees) Steam plant operations (10 employees) MPD building maintenance (all locations, 12 employees) Emergency repairs/emergency maintenance, as designated by the Department Director (life-safety issues only, on an as-needed basis only) (2-8 employees) Personnel and projects funded through the capital budget (if the capital budget authority was approved in the Fiscal Year 2010 Appropriations Act or earlier) (18 employees)
Department of Transportation	School crossing guards (200 employees; FTE count 80) Roadway Operations Patrol team (limited to 9 employees staffed 24/7) Traffic management control staff (limited to 6 employees staffed 24/7) Street and bridge maintenance (for transportation safety purposes only, limited to 7 employees) Emergency management (1 HSEMA-co-located employee) Emergency response staff (on an as-needed basis only, as determined by the Director) In the event of special events or other activities presenting public health or safety issues, additional employees identified by the Director (not expected to exceed 35 additional employees per event) Personnel and projects funded through the capital budget (if the capital budget authority was approved in the Fiscal Year 2010 Appropriations Act or earlier)

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AGENCY	ESSENTIAL FUNCTIONS
GOVERNMENT OPERATIONS (cont'd)	
Office of Risk Management	None
Department of Motor Vehicles	None
Office of Contracting and Procurement	Procurement services for essential services (2 employees; additional employees on an as-needed basis only)
Office of the Chief Technology Officer	Server Operations (8 employees) -- Application Maintenance (4 employees) Mainframe Operations (11 employees) -- DC-Net (27employees) Citywide Messaging (4 employees) -- OCTO Network Operation Center (2 employees) Datacenter Facilities Management (3 employees) -- Web Maintenance (2 employees) Citywide IT Security (3 employees) -- ITServUS (11 employees) OCTO Executive Management (Chief Technology Officer only)
Office of Administrative Hearings	None
Office of Employee Appeals	None
Public Employee Relations Board	None
DC Retirement Board	Activities related to DCRB's functions as the third-party benefits administrator for the U.S. Treasury (the Office of D.C. Pensions), which has a permanent congressional appropriation Activities related to ensuring that the necessary investment transactions can be processed, retirement benefits and new payees are processed timely, preparing and processing the monthly retiree payroll, and other legally required services
Office of the Chief Financial Officer	Essential personnel in the following offices: OCFO Central Office (6 employees) Office of Finance and Treasury (8 employees) Office of Tax and Revenue (214 employees) Office of Revenue Analysis (14 employees) Office of Management and Administration (21 employees) D.C. Lottery Board (12 employees) Office of Financial Operations and Systems (21 employees) Office of the Chief Information Officer (37 employees) Office of the General Counsel (14 employees) Associate CFOs (Operations) (18 employees) Agency Fiscal Officers (107 employees) Office of Budget and Planning (30 employees)

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AGENCY	ESSENTIAL FUNCTIONS
GOVERNMENT OPERATIONS (cont'd)	
Office of Community Affairs	3 employees
Serve DC	Emergency preparedness team (4 employees)
Office of Zoning	None
Board of Elections and Ethics	<p>Voter Registration Division (6 employees from March 19 through April 1; 11 employees from April 4 through two weeks after election)</p> <p>Voter Services Division (6 employees from March 19 through two weeks after election)</p> <p>Election Operations Division (15 employees from March 19 through April 1; 19 employees from April 4 through two weeks after election)</p> <p>Agency executive management (2 employees from March 19 through two weeks after election)</p> <p>After two weeks after the election, 4 FTEs for post-election wrap-up activities, for a period of time to be determined</p> <p>After post-election wrap-up period, no FTEs</p>
Office of Campaign Finance	None
Contract Appeals Board	None
Office of the Secretary	2 FTEs, as designated by the Secretary
Office of the Inspector General	None
Office of Asian and Pacific Islander Affairs	1 employee
Office of Latino Affairs	1 employee
Office of Veterans Affairs	None
Board of Real Property Assessments/Appeals	None

PLAN FOR GOVERNMENT SHUTDOWN



AGENCY	ESSENTIAL FUNCTIONS
ECONOMIC DEVELOPMENT AND REGULATION	
Deputy Mayor for Planning and Economic Development	Essential property security and maintenance operations, as designated by the Deputy Mayor (limited to 1 employee and as-needed contract services)
Department of Consumer and Regulatory Affairs	Inspections and Compliance Administration (buildings inspections, 12 employees) Regulatory Investigations Section (investigations of regulatory compliance of restaurant and other business establishments, 5 employees) Enforcement Division (vacant property inspections and enforcement actions, 3 employees) Office of Information Systems (to support essential functions, 2 employees)
Office of Planning	None
Department of Housing and Community Development	Essential property security and maintenance operations, as designated by the Director (limited to 1 employee and as-needed contract services)
Housing Finance Agency	None
Department of the Environment	Water Quality Division (limited to 2 employees related to emergency spills, sewage leaks, and/or drinking water issues) Watershed Protection Division (limited to 2 employees related to flooding and flood plain management, landslides, and/or sewage leaks) Administrative Services Administration (limited to 1 employee related to emergency response coordination) Lead and Healthy Housing Program (limited to 2 employees on an as-needed basis only) Energy Affordability Program (to provide emergency energy assistance, 6 employees)
Public Service Commission	As determined by the Chairperson, as necessary to: Perform natural gas pipeline safety and One-Call inspections (5 employees) Respond to notifications of electric, natural gas, and local telecommunications outages and restoration of service (13 employees) Maintain the reliability and viability of utility services (48 employees)
Office of the People's Counsel	None
Department of Small and Local Business Development	None
Commission on the Arts and Humanities	None



AGENCY	ESSENTIAL FUNCTIONS
ECONOMIC DEVELOPMENT AND REGULATION (cont'd)	
Alcoholic Beverage Regulation Administration	ABRA Enforcement Division staff (limited to 12 employees) Alcoholic Beverage Control Board and essential support staff (on an as-needed basis only, to respond to cases involving summary suspension of liquor licenses and show cause hearings involving acts of violence or underage drinking) (7 board members and 4 employees)
Department of Insurance, Securities, and Banking	Essential information technology personnel (to maintain data and recordkeeping resources, limited to 5 employees)
D.C. Taxicab Commission	None
Office of Cable Television	Broadcasting of DC Council Channel 13 and Mayor's Channel 16 (10 employees)
Washington Convention and Sports Authority	All operations (pursuant to Public Law 105-227, 112 Stat. 1515)
Office of Motion Picture and Television Development	None

PLAN FOR GOVERNMENT SHUTDOWN



AGENCY	ESSENTIAL FUNCTIONS
PUBLIC SAFETY AND JUSTICE	
Deputy Mayor for Public Safety and Justice	Deputy Mayor Chief of Staff
Metropolitan Police Department	<p>All sworn personnel and associated activities (3875 employees)</p> <p>Civilian personnel and associated activities in the following operations:</p> <ul style="list-style-type: none"> Fleet management (4 employees) Facilities management (2 employees) Evidence/property control (5 employees) Information technology (10 employees) Cell block technicians (42 employees) School security (1 employee) Vehicle maintenance operators (7 employees) Latent fingerprints (13 employees) AFIS fingerprint processing (8 employees) Firearm examination technicians and managers (8 employees) Forensic laboratory technicians and managers (commensurate with court orders and activities)
Homeland Security and Emergency Management Agency	<p>Personnel and activities in the following operations*:</p> <ul style="list-style-type: none"> Leadership (2 employees) Operations, including incident command and disaster mitigation (15 employees) Agency Services and IT (skeleton crew of 4 employees) Federal grant functions (to the extent authorized by the Department of Homeland Security and Federal Emergency Management Agency) (12 employees) <p>*The staffing levels here represent functions necessary to maintain steady-state homeland security capabilities. In the event of emergency or catastrophic situations, up to 16 additional employees will be deployed.</p>

PLAN FOR GOVERNMENT SHUTDOWN



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PUBLIC SAFETY AND JUSTICE (cont'd)	
Fire and Emergency Medical Services Department	All personnel and activities, except the personnel and activities in the following operations: Facilities management Internal affairs Purchasing Compliance Training Safety and wellness Human resources Communications Finance Administrative and legal support staff of the FEMS Chief (Total of 1478 employees at FEMS)
Department of Corrections	All personnel and activities, except personnel and activities in the following operations: Administrative support staff of the agency director, Training, Communications, Federal billing (Total of 857 employees at DOC)
Office of the Chief Medical Examiner	Death reporting (5 employees) Death scene operations (6 employees) Body transport (7 employees) Autopsy (8 employees) Decedent identification and property control (5 employees) Body release (7 employees) Cremation approval (5 employees) Emergency response management (4 employees) Court testimony (in tandem with open court services) (7 employees)
Office of Unified Communications	Emergency (911) operations (223 employees) 311 operations (to respond to emergency calls, law-enforcement-related calls, and public safety or health calls only) (70 employees) Telephony operations (3 employees) Radio engineering (10 employees) Information technology (4 employees)

PLAN FOR GOVERNMENT SHUTDOWN



AGENCY	ESSENTIAL FUNCTIONS
PUBLIC SAFETY AND JUSTICE (cont'd)	
Office of Victim Services	Agency director and operational support staff (limited to 2 employees, including agency director) Sexual and physical assault forensics and support services (contractors) Domestic violence support services (contractors) Emergency and transitional housing and services for domestic violence victims (contractors) Domestic violence courts (in tandem with court openings) (contractors) Civil protection order support services (contractors)
Justice Grants Administration	Public safety activities, including at-risk youth support and residential programs for reentering offenders, supported by federal grants (to the extent authorized by lead federal partners) (contractors)
Office of the Attorney General	Public Safety Division (72 employees) Civil Litigation Division (hazardous material and waterway issues; other employees to the extent the courts remain open; 85 employees) Child Support Division (42 employees* [*Additional CSSD personnel will be essential if TANF/Medicaid operations continue at Department of Human Services]) Health and Human Services Division (intellectual disabilities, Medicaid, TANF, food stamps, homeless services, Saint Elizabeth's mental health services, youth commitment issues, occupational safety and health, and unemployment issues only; 8 employees) Solicitor General/Commercial Division (13 employees) Family Division (domestic violence and abuse issues only; 47 employees) Operations and Information Technology Divisions (combined skeletal staff of 4 employees)
Office of Police Complaints	None
Consolidated Forensics Lab	None
DC National Guard -- Operations Division	Operations Division (limited to those activities which support the emergency operations of the DCNG)



AGENCY	ESSENTIAL FUNCTIONS
HEALTH AND HUMAN SERVICES	
Deputy Mayor for Health and Human Services	Deputy Mayor Chief of Staff
Department of Health	<p>The following Community Health Administration functions: Pharmaceutical procurement and delivery (7 employees) School nurse program (1 employee and contracted services) Immunization program (3 employees) Healthy Start program (1 employee)</p> <p>The following HIV/AIDS, Hepatitis, STD, and TB Administration functions: Tuberculosis clinic (3 employees) AIDS drug assistance program (4 employees) Community partner funding (5 employees, on call) Tuberculosis contact investigations (2 employees, on call)</p> <p>The following Health Emergency Preparedness and Response Administration functions: All operations (as needed only, for public health infrastructure and emergency response purposes only; maximum of 50 employees)</p> <p>The following Addiction Prevention and Recovery Administration functions: Assessment and Referral Center (5 employees) Office of Operations (2 employees full-time; an additional 4 employees one day per week)</p> <p>The following Health Regulation and Licensing Administration functions: Professional licensing (12 employees) Health facilities inspections (32 employees) Food safety inspections (20 employees) Pharmaceutical inspections (7 employees) Radiation inspection (4 employees)</p> <p>The following Center for Policy, Planning, and Evaluation functions: Vital records services (4 employees)</p> <p>The following central and inter-administration staff: Director (1 employees) Chief Operating Officer (1 employee) Facilities manager (1 employee) Epidemiological activities (1 employee) Legal, contracts, information technology, and grants staff (on an as-needed basis only; maximum of 8 employees)</p>

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AGENCY	ESSENTIAL FUNCTIONS
HEALTH AND HUMAN SERVICES (cont'd)	
Department of Human Services	Income maintenance programs, (TANF program, food stamps, Medicaid) (295 employees) Homeless services program (4 employees) Adult Protective Services Hotline (4 employees) Emergency Management Personnel (on an as needed basis; maximum of 10 employees) Central staff (4 employees)
Department of Mental Health	Saint Elizabeth's Hospital (769 employees) -- 24/7 Access Helpline (16 employees) Comprehensive Psychiatric Emergency Program (63 employees) Mental health outpatient clinics and mental health residential services (59 employees) School mental health program (55 employees) Information technology (data system maintenance and backup, hospital database maintenance, systems maintenance, emergency communication plan activities; 19 employees) Central staff (10 employees)
Department of Youth Rehabilitation Services	All operations
Child and Family Services Agency	Child protective services (124 employees) -- In-home services (144 employees) Foster care services and adoption/guardian subsidies (223 employees) Clinical services (51 employees) Central office, human resources, facilities, and fiscal office (skeletal staff, limited to 20 employees)
Department of Disability Services	DDA Service Coordination Division (8 employees; after one week, additional 100 employees to comply with court-ordered requirements) DDA Incident Management (1 employee; after one week, additional 3 employees) DDA Health and Wellness (1 employee; after one week, additional 2 employees) DDA Quality Management Division (1 employee; after one week, additional 2 employees) Central staff/management (1 employee) -- DDA Quality Management (1 employee, after one week only) DDA Waiver (1 employee, after one week only) -- RSA Contracts (4 employees, after two weeks only) DDA Resource Management (5 employees, after two weeks only)
Office on Aging	Payment processing for entities that provide direct services to the elderly (2 employees for 8 hours each once a month; first shift will depend on timing of shutdown) Medical transportation services (contract and grant services; no employees) Nutrition centers (contract and grant services; no employees) Home care partners (contract and grant services; no employees) Wellness centers (contract and grant services; no employees) Case management for seniors (contract and grant services; no employees) Adult day care centers (contract and grant services) Transportation services associated with exempt activities (contract and grant services; no employees)



AGENCY	ESSENTIAL FUNCTIONS
HEALTH AND HUMAN SERVICES (cont'd)	
Department of Health Care Finance	Authorizations for in-patient hospital services and pharmaceuticals (2 employees) Managed care program 24 hour hotline (no employees; contract services only) Prior authorizations for services (no employees; contract services only)
Office of Disability Rights	Sign Language Program (1 employee)
Office of Human Rights	None
Not-for-Profit Hospital Corporation (United Medical Center)	All operations (772.25 employees)
D.C. Housing Authority	Property management and operations Building/property security Additional operations funded through federal grant funds, as authorized by the Department of Housing and Urban Development
Office of the Tenant Advocate	Emergency relocation assistance (limited to 2 employees)

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AGENCY	ESSENTIAL FUNCTIONS
EDUCATION, PARKS, AND LIBRARIES	
Deputy Mayor for Education	Deputy Mayor -- Chief of Staff
District of Columbia Public Schools	School operations (including principals, teachers, custodial staff, and support staff) (approximately 7,000 employees) Essential central office functions that directly support school operations (350 employees)
District of Columbia Public Charter Schools	All operations
Special Education Transportation	Student transportation personnel, including call center and associated administrative support (1850 employees)
State Superintendent of Education	Early Childhood Education (to handle complaints and investigations of early childhood facilities, 5 employees) Special Education Data System support employees (as required by IDEA, 4 employees) Office of the Chief Information Officer (essential staff to support ongoing agency operations, 2 employees) Non-Public Tuition Payment Processing (1 employee) Child Nutrition Services (24.5 employees) Grant payment to support public charter schools' ongoing operations (3 employees) IDEA Part C - Early Intervention Program (15 employees) Special Education Monitoring and Compliance Unit (2 employees) Special Education Fiscal and Grants Management (to process payments to sub-grantees and vendors, 3 employees) Support staff to manage and support ongoing special education functions (4 employees) Personnel and projects funded through the capital budget (if the capital budget authority was approved in the Fiscal Year 2010 Appropriations Act or earlier) Superintendent's office (3 employees) General counsel (1 employee) Accountability and assessment (to administer and monitor DC CAS, 30 employees, through April 22) Human resources (to address disciplinary issues at DOT, 1 employee for 2 days per week) Student hearing office (5 employees) Child care services (funded services) Special education data systems (funded services)
Non-Public Tuition	Payment functions related to court mandates (4 employees)

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AGENCY	ESSENTIAL FUNCTIONS
EDUCATION, PARKS, AND LIBRARIES (cont'd)	
Office of Public Education Facilities Modernization	Maintenance and custodial (45 employees) Administration (4 employees) Boiler engineers (78 employees) Call center (5 employees) Personnel and projects funded through the capital budget (if the capital budget authority was approved in the Fiscal Year 2010 Appropriations Act or earlier) Snow removal and contracted maintenance on an as-needed basis only
Department of Employment Services	Unemployment insurance benefits (claims and adjudication) (40 employees) Labor standards (processing of claims and hearings affecting payments) (3 employees) Information technology support for unemployment insurance and labor standards operations (15 employees) Mail pickup and delivery for unemployment insurance and labor standards operations (10 employees) Contract security officers (3 employees)
Public Charter School Board	None
University of the District of Columbia	Security services (30 employees) Emergency repairs and emergency maintenance, as designated by the University President (maximum of 19 employees) Operations related to Wilson High School (to an extent consistent with allowable DCPS operations) (1 employee) Resident hall administrator (1 employee) Personnel and projects funded through the capital budget (to the extent the capital budget authority was approved in the fiscal year 2010 appropriations act or earlier) (6 employees)
District of Columbia Public Library	Building security (5 employees; additional building security employees on an as-needed basis only) Essential maintenance staff associated with steam table (4 employees) Emergency repairs and emergency maintenance (on an as-needed basis only)
Department of Parks and Recreation	Facilities security and risk mitigation (5 employees) Emergency maintenance and repairs, as determined by the Director Personnel and projects funded through the capital budget (if the capital budget authority was approved in the Fiscal Year 2010 Appropriations Act or earlier)